



PAINT PARTY

EVENT CHECKLIST



EVENT NAME: _____

DATE: _____

LOCATION: _____

NUMBER OF GUESTS: _____

1 DAY BEFORE THE EVENT



- Cut and package all project kits
- Complete sample project
- Verify paint colors
- Pack extra paint
- Charge card reader
- Print attendee list
- Confirm venue details
- Pack extra project kits
- Prepare signage



2 SUPPLIES CHECKLIST



- Wood project pieces
- Paint bottles
- Extra paint bottles
- Brushes
- Detail brushes
- Glue bottles
- Aprons
- Water cups
- Paper towels
- Baby wipes
- Table covers
- Trash bags
- Name tags
- Extension cords
- Sample project



3 LOAD THE VEHICLE



- Project kits
- Paint tote
- Tool tote
- Signage
- Cleaning supplies
- Drinks / snacks
- Phone charger
- Card reader



4 BEFORE GUESTS ARRIVE



- Set up tables
- Set up chairs
- Lay out project kits
- Distribute paint
- Fill water cups
- Display sample project
- Prepare check-in table
- Take setup photos



5 AFTER THE EVENT



- Group photo
- Customer photos
- Pack supplies
- Clean tables
- Pack leftover kits
- Thank attendees
- Post photos to social media
- Record event notes



6 EVENT NOTES



TOP TIPS




Bring
2 extra kits



Bring
extra paint



Take photos
before guests
arrive



Display a
finished
sample



Keep touch-up
supplies
nearby



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1. DAY BEFORE THE EVENT

- Cut and package all project kits
- Complete sample project
- Verify paint colors
- Pack extra paint
- Charge card reader
- Print attendee list
- Confirm venue details
- Pack extra project kits
- Prepare signage
- Check weather (if outdoor)
- Get a good night's rest



2. SUPPLIES CHECKLIST

- Wood project pieces
- Paint bottles
- Extra paint bottles
- Brushes
- Detail brushes
- Glue bottles
- Aprons
- Water cups
- Paper towels
- Baby wipes
- Table covers
- Trash bags
- Name tags
- Extension cords
- Sample project



3. LOAD THE VEHICLE

- Project kits
- Paint tote
- Tool tote
- Signage
- Check-in supplies
- Cleaning supplies
- Table décor
- Drinks / snacks
- Phone charger
- Card reader
- Extension cords
- Anything you don't want to forget!



4. BEFORE GUESTS ARRIVE

- Set up tables
- Set up chairs
- Lay out project kits
- Distribute paint
- Distribute brushes
- Fill water cups
- Display sample project
- Prepare check-in table
- Review the plan
- Take setup photos



5. AFTER THE EVENT

- Group photo
- Customer photos
- Collect feedback
- Pack supplies
- Clean tables
- Pack leftover kits
- Thank attendees
- Post photos to social media
- Record event notes
- Plan improvements



6. EVENT NOTES



PRO TIPS



BRING 2 EXTRA KITS
Always be prepared.



BRING EXTRA PAINT
You'll always need it.



TAKE PHOTOS BEFORE GUESTS ARRIVE
Great for memories and marketing.



DISPLAY A FINISHED SAMPLE
Inspires your guests.



KEEP TOUCH-UP SUPPLIES NEARBY
For a better experience.